

REASON FOR THIS						POSITION DESCRIPTION COVER SHEET	
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
<b>RECOMMENDED</b>							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
<b>OFFICIAL</b>							
10. TITLE Secretary (Office Automation)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	0318		06	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS		
1. Knowledge Required	1-4	550	6. Personal Contacts	6-3	60		
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-2	50		
3. Guidelines	3-2	125	8. Physical Demands	8-1	5		
4. Complexity	4-3	150	9. Work Environment	9-1	5		
5. Scope and Effect	5-2	75	27. TOTAL POINTS			27. 1295	
Grade based on GS Pos. Class Std. For Secretary GS-318 (TS-34 dtd 1/79 / TS-64 dtd 6/82-supplemental)				28. GRADE		28. 06	
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA				30. Date 04/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA:N				Standard Job#318-06		33. OPM Certification Number	

# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

## A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/VR				06	

## B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)																						
GS	0318		0001C	SECY OFF AUTOMATION																						
6. HQ.FLD.CD. (1)			7. SUP.CD. (1)					8. CLASS STD. CD. (1)			9. INTERDIS. CD. (1)			10. DT. CLASS (6)												
1=HQ 2=FLD			8		1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			5=Mgmt. CSRA 6= Leader LGEG 8=All Others			X=New Std. Applied Blank=NA			N=NO Y=Interdis			MO DAY YEAR									
														04 22 02												
11. EARLY RET. CD. (1)					12. INACT/ACT (1)					13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)										
1=Primary 2=Secondary					3=Foreign Svc. Blank=NA					A					I=Inactive A=Active			MO DAY YEAR			MO DAY YEAR					
16. INTERDIS. SER. (40)																										
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)								
17. INTERDIS. TITLE CD. (50)																										
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)								

## C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)			2. FIN. DIS. REQ. (1)			3. POS. SCHED. (1)			4. POS. SENS. (1)			5. COMP. LEV. (4)											
N E=Exempt N=Nonexempt			0 N 0=None 3=SF 278 4=OGE 450			A=Sched A B=Sched B C=Sched C			0=Excepted but not A, B, C			1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			06OA								
6. WK. TITLE CD. (4)						7. WK TITLE (38)																	
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)															
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change		B=Lower Grade C=Higher Grade		D=Different title and/or series E=New Position/New FTE			
10. TARGET GD. (2)			11. LANG. REQ. (2)			12. PROJ. DTY. IND. (1)			13. DUTY STATION (9)			14. BUS. CD. (4)			15. DT. LST. AUDIT (6)			16. PAS. IND. (1)			17. DATE EST. (6)		
						Blank=N/A Y=Yes			Slate (2) City(4) Cnty(3)						MO DAY YEAR			Blank=N/A 1=PAS			MO DAY YEAR		
																		04 22 02					
18. GD. BASIS. IND. (1)												19. DT. REQ. REC. (6)			20. NTE. DT. (6)			21. POS. ST. (4)					
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG			4=Sup./Program 5=RGEG 6=Policy Analysis GEG									MO DAY YEAR			MO DAY YEAR			Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																							
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other											
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)					
MO DAY YEAR			MO DAY YEAR			A			1=Inact. 2=Act.			MO DAY YEAR											
30. CLASSIFIER'S SIGNATURE												31. DATE											
32. REMARKS																							
Standard Job #318-06																							

## **A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Receives visitors and telephone calls to the Office. Determines nature of call or business of visitors and initiates appropriate action. Refers important business and high ranking visitors to supervisor, takes messages, or schedules later appointments. Refers business requiring technical response to the appropriate staff member within the organization.

Maintains the supervisor's calendar; schedules appointments and meetings based upon personal knowledge of the supervisor's workload and current issues of importance; and reminds supervisor of appointments and the nature of the appointment before the scheduled meeting. Reschedules appointments when the supervisor will not be able to meet previous schedule.

Responds to requests for information concerning unit functions. Personally prepares responses from source material. Anticipates need for information and systematically prepares material so that it is immediately available for supervisor's needs. In the supervisor's absence, assumes responsibility for ensuring that requests for action or information are made known to responsible staff personnel who can satisfy the request. Follows up on required actions and informs the supervisor of status.

Reads incoming correspondence, publications, regulations, and directives which may affect the office. Determines those that can be acted upon personally and takes necessary action. When necessary, uses initiative to obtain clarification of instructions from originating office or appropriate focal points. Determines which are of importance or interest to the supervisor and refers them accordingly. Determines those that affect staff members and ensures that they are informed. Assists staff in interpreting instructions and establishing action required on items. Briefs supervisor on such activity, its results, and/or status.

Uses office automation software packages and equipment to type, edit, and format letters, memoranda, reports, manuscripts, research documents, charts, graphs, and/or forms. Types documents from rough draft into final form, ensuring accuracy with regard to format, spelling, grammar, punctuation, and distribution of copies. When necessary, edits or retypes documents for improvement. Independently composes correspondence in accordance with supervisor's policies or as requested.

Reviews documents prepared for the signature of or requiring coordination by the supervisor for conformance with regulations, grammar, format, and special policies. Returns such communications to originator for correction when not in conformance with known policies, or when correspondence regulations have not been followed.

Maintains control records on incoming correspondence and action documents and follows up on work in progress to insure timely reply or action; secures and furnishes information required by

higher level management relative to action required or taken by the office on manuscripts, travel reports and vouchers, purchase requisitions, and other necessary reports.

Assists supervisor's subordinates in the procedural aspects of expediting the work of the office, including distributing the workload of clerical help to take care of fluctuating workloads; explaining report requirements, arranging for submission of data, and assembling into general reports; and informing and instructing clerical personnel on procedures for preparation of correspondence.

Signs routine correspondence of a non-technical nature in supervisor's or own name.

Makes necessary arrangements for travel, including arranging schedule of visits, making reservations, notifying organizations and officials to be visited, and submitting travel vouchers and reports.

Establishes and maintains the office filing system(s) to meet program needs for information storage and retrieval. Files may include administrative material and regulations, correspondence, reports, forms, and/or documentation pertaining to activities of the office.

Coordinates office activities with secretaries of other offices/organizations to ensure products are completed in a timely manner. Typical assignments include typing of documents/manuscripts for both Federal and cooperative employees, procurement of equipment and supplies, assignment of graduate and work-study students to the Unit, etc.

Sets up meetings, planning sessions and conferences, and prepares and disseminates research plans, reports, and other information to participants.

Receives and reviews budget policies and procedures, noting revisions to previous instructions for the supervisor; assists in the development of the Advanced Procurement Plan by providing item cost guidelines, object class codes, etc.; provides supervisor with information essential for preparation of the budget from office files, etc.; solicits other information from staff members to complete preparation of the budget; coordinates activities related to the budget with the Location Administrative Office; and serves as a contact point for requests from the Location Administrative Office, Area Administrative Office and/or higher level management concerning the budget for the office.

Verifies office expenditures against reports provided for discrepancies; distributes reports to appropriate staff members for review; and resolves discrepancies as they arise.

Prepares task orders for Research Support Agreements by meeting with scientists to assess work and time requirements for the year; consults with appropriate University personnel to determine the correct salary and staff benefits; monitors RSA spending throughout the year and prepares the necessary paperwork to add or de-obligate funds as necessary; reviews Monthly Management Reports from the University for accuracy, and reports discrepancies to the supervisor or ADODR; and coordinates these actions with the Location Administrative Office.

Maintains Project Documentation Manual for the office; notifies project leader for CRIS units of termination; advises of the timeframe for approval of new project and/or termination of the old project; works with the project leader in preparing the required documentation for compliance with CRIS guidelines; and electronically submits CRIS documents for the office.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** FLD 1-4 550 pts.  
(Knowledge Type III, Work Situation B)

Knowledge of the duties, priorities, commitments, policies, and program goals of the staff sufficient to perform assignments such as reviewing incoming materials which may affect the unit and taking appropriate follow-up action; and to anticipate and prepare materials needed by the supervisor in order to respond to correspondence or phone calls.

Knowledge and skill to coordinate the work of the office with other offices, including advising and instructing other clerical staff on new procedures or regulations and information to be provided for use in reports.

Knowledge of the substantive programs of the office as related to the office's clerical and administrative support functions.

Knowledge of Agency office management policies, regulations and procedures concerning such administrative matters as correspondence preparation and control, travel, personnel, office automation systems, files maintenance, services/supplies/equipment requisitioning, budget preparation, and time and attendance.

Knowledge of English grammar, spelling, punctuation and required formats to type, proofread, and correct errors in documents consistent with requirements for style and content.

Skill in operating a personal computer (PC), including related equipment such as a printer and/or modem, as well as an electric typewriter. A qualified typist is required.

Knowledge of software package functions and features, including EITHER (1) the varied functions of more than one software package OR (2) the varied and advanced functions of one software package to perform accurate word processing and to format, arrange, produce and update a wide variety of complex documents.

Knowledge of specialized terminology related to the office/program(s).

#### Work Situation B

The office is organized into subordinate segments which may also be further subdivided. Direction of the staff is exercised through intermediate supervisors, and the subordinate groups differ from each other in such aspects as subject matter, functions, relationships with other organizations, and administrative requirements in ways that place demands upon the secretary. A formal system of internal procedures and administrative controls is in

place. Coordination among subordinate units is sufficiently complex to require continuous attention.

or

The unit is comprised of permanent research scientists, support personnel, and research associates, cooperating scientists, and graduate students. Unit scientists cooperate extensively with scientists at other locations, universities, state and local governments, and other Federal and private research centers including both national and international organizations. Research programs developed out of these cooperative efforts involve complex approaches toward solving research problems that can only be established by full utilization of the collection of resources of the cooperating parties.

The incumbent must have an in-depth understanding of the cooperative nature of the program, the ability to communicate with and anticipate the needs of the cooperating scientists, and the ability to know when to apprise the supervisor of developments which affect the cooperative programs. The supervisor and research scientists are actively involved in professional societies, and travel is frequent among the scientific staff.

**2. Supervisory Controls** FLD 2-3      275 pts

The supervisor issues work assignments in terms of general instructions, priorities, and desired results. The secretary independently plans and follows through on commitments and requests made by the supervisor. Incumbent is expected to organize own work to move from one assignment to another without instructions, following established procedures, and giving consideration to relative priorities and urgent requests. Work is reviewed on the basis of overall accomplishment and effectiveness and on the appearance and editorial quality of material that is issued from the office. Methods used in achieving end results are not reviewed in detail.

**3. Guidelines** FLD 3-2      125 pts

Established procedures and specific guidelines are available for reference purposes. Guidelines include dictionaries, style manuals, manufacturer's manuals and tutorials for PC hardware and software, agency directives and instructions, sample work products and precedents, and the operating policies of

the supervisor. The secretary uses judgment in selecting the appropriate guidelines and references for application to specific cases, referring significant deviations or unusual situations to the supervisor.

**4. Complexity** FLD 4-3      150 pts

The secretary's duties include the full range of clerical and administrative work in support of the office, consisting of procedural work such as typing and word processing, filing, making travel arrangements, referring phone calls and visitors, etc., and also work of a more varied and substantive nature (e.g., preparing special reports based on gathering and interpreting information from the staff and the files; performing office automation duties which require a variety of software and differing approaches and methods; and setting up travel arrangements, meetings and conferences). The secretary decides what needs to be done and how to accomplish it by analyzing the issues involved in the particular situation and the needs, priorities, goals and commitments of the supervisor and the staff. In addition to routine decisions, many decisions are based on factors which are not clear-cut or well-established. The secretary uses judgment in selecting from many alternatives and exercises originality in solving problems concerning clerical and administrative matters and computerized office systems.

**5. Scope and Effect** FLD 5-2      75 pts

The position supports the supervisor and the staff by relieving them of various administrative and clerical duties and allowing them to focus on the organization's primary mission. The work is essential to the smooth operation of the organization. Workload has to be properly managed in order to meet deadlines. The work performed by the secretary affects the accuracy and reliability of further processes and contributes directly to the overall image and effectiveness of the office.

**6. Personal Contacts** FLD 6-3      60 pts

Incumbent contacts all personnel working directly with the office, coworkers in related departments at universities, other agency locations, other USDA agencies, and representatives of industry, foreign institutions, and the general public.



**Secretary (Office Automation)**  
**GS-0318-06**

Standard Job #318-06

**7. Purpose of Contacts** FLD 7-2 50 pts

Contacts are for the purpose of exchanging information between staff, supervisor, and outside sources. These contacts are also required to plan and coordinate work efforts and to resolve operating problems or concerns in the accomplishment of the secretary's work.

**8. Physical Demands** FLD 8-1 5 pts

Work is essentially sedentary, but does require some walking, standing, bending, and carrying of light items.

**9. Work Environment** FLD 9-1 5 pts

The work environment involves the normal risks and discomforts typical of an office.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other:

TOTAL POINTS = 1295

GRADE CONVERSION = GS-0318-06

August 20, 1996